

MissouriCareerSource.com Registration Desk Aid

Registering in MissouriCareerSource.com



Figure #1: MissouriCareerSource.com Home Page

Step-by-Step:

- 1) To register in MissouriCareerSource.com, job seekers need to click the Continue button under the Job Seeker section of the home page.
- 2) If the job seeker was registered in GreatHires.org and would like to access their existing account, the job seeker also needs to click the Continue button.

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Where Talent and Opportunities Meet

State of Missouri - Matt Blunt, Governor

Home Job Seeker Employer Workforce Professional

Additional Resources:

- Locate a Missouri Career Center
- State Workforce Board
- Partners in Workforce Excellence
- Veterans' Services
- O'Net online

What's New
MissouriCareerSource.com has replaced GreatHires.org as your Job Matching portal. This new site will accept your GreatHires log-in information, but you will want to update your bookmark. You will also notice that much of your information has transferred to the new system, but you will want to update and expand some information so that our system might more effectively match the best candidate to the perfect job. As always, we look forward to your comments and suggestions for improvement.

Already Registered with Missouri Career Source?

Enter Username:

Enter Password:

Did you forget your Username/Password?

Not Registered with Missouri Career Source?
Job Seekers Register & Create an Account

Resources

- Browse Job Openings
- File a UI Claim
- Complete Four Week Reporting
- Find a Training Provider
- Apply for a Job with the State of Missouri
- Search Jobs Nationwide
- Research Economic Information

Whether you are searching for someone with the talent to meet your needs, or the opportunity to put your talent to work, MissouriCareerSource.com is your place to start!

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Figure #2: Job Seeker Registration/Login Screen

Step-by-Step:

- 1) A job seeker with an existing GreatHires account can enter MissouriCareerSource.com by entering their Username and password in the text boxes and clicking the Sign In button.
- 2) A new job seeker can register in MissouriCareerSource.com by clicking Job Seeker Register & Create an Account.

Create Job Seeker User

The screenshot shows the 'Create Job Seeker User' form on the Missouri Career Source website. The form is titled 'Create Job Seeker User' and includes the following fields and instructions:

- User Name:** (4 to 16 characters). Example: DWDTTrainer. Callout 1 points to this field.
- Password:** (4 to 16 characters, case sensitive). Callout 2 points to this field.
- Confirm Password:** (4 to 16 characters, case sensitive). Callout 3 points to this field.
- Name:** Includes **First Name** (DWDT), **Middle Initial** (M), and **Last Name** (Trainer). Callout 4 points to the First Name field.
- SSN:** Social Security Number. Callout 5 points to this field.
- Confirm SSN:** Confirmation of the Social Security Number.
- Date of Birth:** (ex: mm/dd/yyyy). Example: 01/01/1972. Callout 6 points to this field.
- Gender:** Radio buttons for Male and Female. Callout 7 points to the Female radio button.
- Indicates Required:** A checkbox for indicating required information.
- Next/Cancel buttons:** At the bottom of the form.

At the bottom of the page, there is a navigation bar with links: Missouri Career Source Home, State of Missouri, Department of Economic Development, Division of Workforce Development, Privacy Policy, and Contact Us.

Figure #3: Create Job Seeker User Screen

Step-by-Step:

- 1) The job seeker needs to enter a unique user name in the User Name text box.
- 2) In the Password text box, the job seeker needs to enter a password, and then enter the same password in the Confirm Password text box. The job seeker needs to remember this user name and password for future logins.
- 3) The job seeker's First, Middle Initial and Last Name will be entered in the Name text boxes.
- 4) In the SSN text box, the job seeker will enter their Social Security Number, and then reenter it in the Confirm SSN text box.
- 5) The job seeker's birth date should be entered in the mm/dd/yyyy format in the Date of Birth text box.
- 6) The job seeker then selects their gender.
- 7) After their information is entered in the required text boxes, the job seeker then clicks the Next button.

Seeker Information Tab

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Home Job Seeker Employer Workforce Professional

Home Search Referrals **Seeker Info** Employment Education Skills Veteran

■ Thank you for registering with our site. Please take a few minutes to complete the registration wizard. Information you provide will only be used to provide you with the best service we can.

General Information

Name: DWD TRAINER

*Date Of Birth: 1/1/1972 (ex: mm/dd/yyyy) **1**

*Gender: ☐ Male ☒ Female **2**

Email: **2**

Confirm Email: **3**

Would you like employers to view your Resume/Profile on our Website? Yes ☐ No ☒ **3**

Mailing Address

*Address: **4**

*City: **4**

*State: Missouri **4**

*Zip Code: **4**

Telephone

Home Phone: **5**

Cell Phone: **5**

Work Phone: **5**

Other Phone: **5**

Citizenship

*Are you a citizen or otherwise legally eligible to work in the United States? ☐ Yes ☒ No **6**

Alien Registration Number: A **7**

Next **8**


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Figure #4: Seeker Info Input Screen 1

Step-by-Step:

- 1) The job seeker needs to verify that their birth date and gender has been pre-populated correctly from the previous registration page.
- 2) The job seeker can input email address in Email text box, and then reenter it in the Confirm Email text box; this would allow employers to send correspondence about possible job openings.
- 3) If the job seeker would like employers to view their resume/profile for job openings, select the Yes button.
- 4) In the Mailing Address section, the job seeker is required to enter their address, city, state and zip code in the text boxes.
- 5) The job seeker has the option of enter their phone numbers in the Telephone section text boxes.
- 6) If the job seeker is a US citizen or is authorized to work in the US, they will select the Yes button.

- 7) A job seeker with an Alien Registration Number will enter that number in the corresponding text box.
- 8) Click the Next button.



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[Job Seeker](#)
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[Search](#)
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Edit Availability Information

Minimum Desired Wage: Daily ▼

Commission / Piece rate: ☐ Yes ☒ No

Availability: ☒ Full Time ☐ Part Time ☐ Temporary ☐ Seasonal ☐ PRN

Shifts: ☐ Day ☐ Evening ☐ Night ☐ Rotating ☐ Split

Will Work Saturdays: ☐ Yes ☒ No

Will Work Sundays: ☐ Yes ☒ No

Will Live at Worksite: ☐ Yes ☒ No

Maximum pounds you can lift on a regular basis: <Select Lifting Capacity>

Are you willing to relocate: ☐ Yes ☐ No

State Required Information

Are you currently employed: ☐ Yes ☒ No

Are you currently in school: ☐ Yes ☒ No

Years of Education Completed:

Seasonal Farm Worker: ☐ Yes ☒ No

Migrant Farm Worker: <Select Only If Applicable>

Disabled: ☐ Yes ☐ No

Ethnicity/Race: ☐ Hispanic
☐ White (Including origins from Europe, Middle East or North Africa)
☐ Black or African American
☐ American Indian or Alaska Native (South/Central/North American Native)
☐ Asian
☐ Native Hawaiian or other Pacific Islander

Transportation Information

Drivers License: ☐ None ☐ Operators ☐ Commercial

CDL Class: <Select Only If Applicable>

Endorsement:

☐ Air Brakes
☐ Hazardous Materials
☐ Tank Vehicle

Access To Vehicle: ☐ Yes ☒ No

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Figure #5: Seeker Info Input Screen 2

Home Search Referrals **Seeker Info** Employment Education Skills Veteran

Edit Availability Information

Minimum Desired Wage: \$8.00 1 Daily

Commission / Piece rate: ☐ Yes ☒ No 2

Availability: ☒ Full Time ☒ Part Time ☐ Temporary ☐ Seasonal ☐ PRN

Shifts: ☒ Day ☒ Evening ☐ Night ☐ Rotating ☐ Split

Will Work Saturdays: ☒ Yes ☐ No

Will Work Sundays: ☐ Yes ☒ No

Will Live at Worksite: ☐ Yes ☒ No

Maximum pounds you can lift on a regular basis: Up to 20 lbs

Are you willing to relocate: ☐ Yes ☒ No

Figure #6: Seeker Info Input Screen 2
Education Availability Information Section

Step-by-Step:

- 1) Enter the Minimum Desired Wage in the text box, and then select the correct wage base criteria in the drop down box.
- 2) If the job seeker is willing to work on a Commission or Piece Rate basis, select the Yes button.

Home Search Referrals **Seeker Info** Employment Education Skills Veteran

Edit Availability Information

Minimum Desired Wage: 8.00 Daily 3

Commission / Piece rate: ☐ Yes ☒ No

Availability: ☒ Full Time ☒ Part Time ☐ Temporary ☐ Seasonal ☐ PRN

Shifts: ☒ Day ☒ Evening ☒ Night ☐ Rotating ☐ Split 4

Will Work Saturdays: ☒ Yes ☐ No

Will Work Sundays: ☐ Yes ☒ No 5

Will Live at Worksite: ☐ Yes ☒ No

Maximum pounds you can lift on a regular basis: Up to 20 lbs 6

Are you willing to relocate: ☒ Yes ☐ No 7

Figure #7: Seeker Info Input Screen 2
Education Availability Information Section

- 3) Check the boxes for all the Available terms the job seeker is available to work, such as Full Time, Part Time, etc. (PRN=As needed or as the situation arises)
- 4) Select all the boxes for the Shifts that the job seeker is available to work, such as Day, Evening, Night, etc.

- 5) If the job seeker is willing to work on Saturdays, Sundays, or Live at the Worksite, select the Yes button. These questions will always default to No.
- 6) From the drop down box, select the Maximum Lift Capacity the job seeker can lift on a regular basis.
- 7) If the job seeker is Willing to Relocate, select the Yes button.

The screenshot shows a web form titled "State Required Information". It contains several questions with radio buttons for "Yes" and "No", a text input field, a dropdown menu, and a series of checkboxes. Red boxes with numbers 8 through 13 point to specific elements:

- 8** points to the "No" radio button for "Are you currently employed".
- 9** points to the "Yes" radio button for "Are you currently in school".
- 10** points to the text input field for "Years of Education Completed".
- 11** points to the "Yes" radio button for "Seasonal Farm Worker".
- 12** points to the dropdown menu for "Migrant Farm Worker".
- 13** points to the "Hispanic" checkbox under the "Ethnicity/Race" section.

Figure #8: Seeker Info Input Screen 2
State Required Information Section

- 8) Select the Yes button if the job seeker is employed, the question defaults to No.
- 9) If the job seeker is currently in school, select the Yes button.
- 10) Enter the number of Years of Education the job seeker has completed.
- 11) If the job seeker is a Seasonal Farm Worker, select the Yes button.
- 12) If the job seeker is a Migrant Farm Worker, select the correct classification in the drop down box.
- 13) Select the Ethnicity/Race boxes.

**Figure #9: Seeker Info Input Screen 2
Transportation Information Section**

- 14) Select the Drivers License type the job seeker has.
- 15) If the job seeker has a CDL, select the correct CDL Class from the drop down box.

**Figure #10: Seeker Info Input Screen 2
Transportation Information Section**

- 16) If the job seeker has a CDL and has Endorsements; using the Control button on the keyboard and the left button on the mouse, select the endorsements.
- 17) Click the Yes button if the job seeker has access to a vehicle.
- 18) Click the Next button to continue.

Employment Tab

The screenshot shows a web application with a navigation bar at the top containing tabs: Home, Search, Referrals, Seeker Info, **Employment**, Education, Skills, and Veteran. Below the navigation bar is a form titled "Edit Employment History". The form contains the following fields and controls:

- *Employer Name**: Text box containing "Trainers Are Us".
- *Job Title**: Text box containing "Trainer".
- City**: Text box containing "Jefferson City" and a dropdown menu showing "MO".
- *Employed Dates**: Two text boxes for "From" (containing "1/2000") and "To" (containing "12/2004"). A note says "(ex: mm/yyyy) Leave 'To' Date Blank for Current Job".
- Exclude from Resume/Profile**: A checkbox that is currently checked.
- *Job Description**: A large text area containing "Trained employees.".
- Below the Job Description text area, it says "Punctuation/Spelling is important." and "Limited to 500 characters".
- At the bottom right of the form are two buttons: "Add Another" and "Next".

Numbered callouts (1-7) point to the following elements:

- 1: Employer Name text box
- 2: Job Title text box
- 3: City text box
- 4: From date text box
- 5: Exclude from Resume/Profile checkbox
- 6: Job Description text area
- 7: Add Another button

Below the form is a table titled "Employment History":

Employer Name	Job Title	Start Date	End Date	Resume	Options
DWD	Trainer	1/2005		Y	edit delete

*Figure #11: Employment Screen
Edit Employment History*

Step-by-Step:

- 1) Enter the Employer Name in the text box.
- 2) Enter the Job Title in the text box.
- 3) Enter the City and State of the employment.
- 4) Enter the Employment Dates in the mm/yyyy format. If the job seeker is currently employed in the job, leave the text box blank.
- 5) If the job is to be excluded from the Resume/Profile, check the box.
- 6) In the Job Description text box, enter a description of the job duties.
- 7) Click the Add Another button to enter additional Employment History or Next to continue in the registration process.

Home Search Referrals Seeker Info **Employment** Education Skills Veteran

Desired Job Titles

You may select up to 20 Desired Job Titles.
2 Desired Job Titles selected.

Search Tree All

Enter keywords to search for Job Titles: Accountant 2 Job Titles found.

Job Title	# of Jobs
Tax Preparers	1
Accountants and Auditors	1

Selected Desired Job Titles

Job Title	Months Experience	Year Last Worked	Options
Cashiers	48	1995	delete
Customer Service Representatives	99	2008	delete

*Figure #12: Employment Screen
Desired Job Titles Search Tab*

Step-by-Step:

- 1) Job seekers can select up to 20 Desired Job Titles to do job searches; there are three options for choosing the job titles. One option is to enter a Keyword to search for job titles in the text box.
- 2) Click the Search button.
- 3) Click on the Job Title the job seeker wishes to select.
- 4) The job title has been selected, it will move under the Selected Desired Job Titles section. Enter the number of Months Experience and the Year Last Worked in the job title.
- 5) Click the Save/Next button.



*Figure #13: Employment Screen
Desired Job Titles Tree Tab*

- 1) An additional option to select Desired Job Titles is to select job titles from the Tree. There are 23 occupational categories to search for titles under. Open the occupational category to see the job titles in the categories.
- 2) When the job seeker has found the Desired Job Title, click on the job title they wish to select.
- 3) The job title has been selected, it will move under the Selected Desired Job Titles section. Enter the number of Months Experience and the Year Last Worked in the job title.
- 4) Click the Save/Next button.

Desired Job Titles

You may select up to 20 Desired Job Titles.
0 Desired Job Titles selected.

Search **Tree** **All**

Job Title	# of Jobs
Accountants and Auditors	0
Actors	0
Adjustment Clerks	10
Administrative Services Managers	39
Adult Literacy, Remedial Education, and GED Teachers and Instructors	5
Advertising Sales Agents	15
Advertising and Promotions Managers	9
Aerospace Engineers	4
Agricultural Equipment Operators	19
Agricultural Inspectors	1

Selected Desired Job Titles

Job Title	Months Experience	Year Last Worked	Options
			Next

**Figure #14: Employment Screen
Desired Job Titles All Tab**

- 1) The third option to select Desired Job Titles is to search All the job titles.
- 2) The job seeker searches the job titles to find their Desired Job Title, and then they click on the job title they wish to search for jobs.
- 3) The job title has been selected, it will move under the Selected Desired Job Titles section. Enter the number of Months Experience and the Year Last Worked in the job title.
- 4) Click the Save/Next button.

Education Tab

The screenshot shows the 'Education History' form within the 'Education' tab of the MissouriCareerSource application. The form includes fields for School Name, Degree Awarded, City, Country, Completion Date, Major, and Minor. Below these fields are three buttons: 'I Have No Education History', 'Add Another', and 'Next'. Red boxes with numbers 1 through 8 are placed around the form to indicate the sequence of steps for data entry. Step 1 points to the 'Major' dropdown, step 2 to the 'School Name' text box, step 3 to the 'Degree Awarded' dropdown, step 4 to the 'City' text box, step 5 to the 'Completion Date' text box, step 6 to the 'Minor' dropdown, step 7 to the 'Add Another' button, and step 8 to the 'Next' button.

Education History				
School Name	Degree	Completion Date	Major - Minor / Course of Study	Options

*Figure #15: Education Screen
Education History Tab*

Step-by-Step:

- 1) To begin the Education Tab in MissouriCareerSource, if the job seeker does not have Educational History, click the I Have No Education History button. This will advance the job seeker to the Skills Tab.
- 2) If the job seeker has Educational History, enter the School Name in the text box.
- 3) Using the drop down box, select the Degree Awarded. See Figure #16.
- 4) Enter the City, State, and Country of the school.
- 5) Using the mm/yyyy format to enter the Completion Date of the Education/Degree.
- 6) To choose a Major and Minor, click on the Choose a Major/Choose a Minor drop down link to scroll through the list of Majors/Minors. See Figure #17.
- 7) If the job seeker has additional Education History, click the Add Another button to enter that information.
- 8) When the job seeker has completed this section, click the Next button.

Home Search Referrals Seeker Info Employment **Education** Skills Veteran

Education History

*School Name Lincoln University

*Degree Awarded 3

City MO

Country

Completion Date

Major

Minor

Study Area
GED
High School Diploma
Associates
Bachelors
Masters
Doctorate

Education History Add Another Next

Education History				
School Name	Degree	Completion Date	Major - Minor / Course of Study	Options

*Figure #16: Education Screen
Degree Awarded Drop-Down Box*

Home Search Referrals Seeker Info Employment **Education** Skills Veteran

Education History

*School Name Lincoln University

*Degree Awarded Bachelors

City Jefferson City MO

Country

Completion Date 05/1991 (ex: mm/yyyy)

Major

<Choose A Major>

Agriculture, Agricultural Operations, and Related Sciences
Architecture and Related Services
Area, Ethnic, Cultural, and Gender Studies
Biological and Biomedical Sciences
Business, Management, Accounting, Marketing,
Communications Technologies and Support Services
Communications, Journalism, and Related Programs
Computer and Information Sciences and Support Services
Construction Trades
Country Music Singing
Education
Education
Engineering

Minor

<Choose A Minor>

I Have No Education History Add Another Next

Education History				
School Name	Degree	Completion Date	Major - Minor / Course of Study	Options

*Figure #17: Education Screen
Choose a Major Drop-Down Box*

The screenshot shows the 'Licenses & Certifications' tab in the MissouriCareerSource system. The interface includes a navigation bar at the top with tabs: Home, Search, Referrals, Seeker Info, Employment, Education (highlighted), Skills, and Veteran. Below the navigation bar, the 'Licenses & Certifications' form is displayed. The form has the following fields and callouts:

- 1**: Points to the 'Type' dropdown menu, which is currently set to 'Certificate'.
- 2**: Points to the 'State' dropdown menu, which is currently set to 'MO'.
- 3**: Points to the 'Received / Renewed Date' text input field, which has a placeholder '(ex. mm/yyyy)'.
- 4**: Points to the 'License or Certification' dropdown menu, which lists various options such as 'A&P License', 'A+ Certification', 'A.S.E.', 'Appraiser', 'Auto Emissions', 'Auto Safety Inspections', 'CISCO', 'CNE', 'CPA', 'CPR', 'Certified Medical Assistant', 'Certified Nurses Aid', and 'Certified QC Tech'.
- 5**: Points to the 'Save' button at the bottom right of the form.

Below the form, there is a table header for 'Licenses & Certifications' with columns: Type, Lic. or Cert., Received/Renewed, and State.

*Figure #18: Education Screen
Licenses and Certifications Tab*

Step-by-Step:

- 1) Job seekers that have Licenses or Certificates can enter those in the Educational Section of MissouriCareerSource through this tab. Using the drop down box, choose either a License or a Certificate.
- 2) Choose the State the License or Certificate was issued by using the drop down box.
- 3) In the mm/yyyy format, enter the Received/Renewed Date for the License or Certificate.
- 4) Using the drop down box, select the License or Certificate of the job seeker.
- 5) When finished, click the Save/Next button to continue with the registration process.


Skills Tab

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Home, Search, Referrals, Seeker Info, Employment, Education, Skills (highlighted in green), and Veteran. Below the navigation bar is a section titled 'Additional Accomplishment'. Inside this section, there is a 'Description' label followed by a text input field. A red box with the number '1' and an arrow points to the input field. Below the input field, it says 'Limited to 60 characters'. To the right of the input field are two buttons: 'Add Another' and 'Next'. A red box with the number '2' and an arrow points to the 'Add Another' button. Another red box with the number '3' and an arrow points to the 'Next' button. Below the 'Additional Accomplishment' section is a blue bar labeled 'Additional Accomplishments'.

*Figure #19: Skills Screen
Additional Accomplishment Tab*

Step-by-Step:

- 1) The Additional Accomplishments Tab can be used for any additional educational, free form skills; honors and/or recognitions that the job seeker has received, or activities, committees, and/or groups/organizations the job seeker has participated in that would assist them in finding employment can be entered in this section.
- 2) To enter additional accomplishments, click the Add Another.
- 3) When finished entering accomplishments, click the Next button to continue.



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Home Search Referrals Seeker Info Employment Education Skills Veteran

Skill Tree

Please indicate the skills/abilities you can demonstrate to an employer upon referral. You can choose a maximum of 30 skills.
0 skills selected.

Admin Support / Office
☐ Banking
☐ Bookkeeping / Accounting
☐ Collections
☐ Data Entry
☐ General Office
☐ Human Resources
☐ Insurance
☐ Legal Terminology
☐ Medical Terminology
☐ Quarterly Taxes
☐ Ten Key
Automotive Master Mechanics
☐ Mechanic Work
Computer Software
☐ DBASE
☐ EXCEL
☐ LINUX
☐ LOTUS/LOTUS Notes
☐ Microsoft Word
☐ Peachtree
☐ Power Point
☐ Presentations
☐ Print Shop
☐ Quattro-Pro
☐ Quick Book For Windows
☐ UNIX
☐ Windows
Construction / Industrial
☐ Backhoe/Trackhoe
☐ Blueprint Reading
☐ Bulldozer/Grader
☐ Cabinetry
☐ Carpentry
☐ Cement
☐ Crane Operator
☐ Drywall
☐ Electrical
☐ Forklift
☐ Machining
☐ Mining
☐ PLC (Program Logic Control)
☐ Solder by Hand

Equipment Owned
☐ Carpentry Hand Tools
☐ Cement Tools
☐ Drywall Tools
☐ Electrical Tools
☐ Hard Hat
☐ Machining Tools
☐ Mechanic Tools
☐ Own Truck
☐ Painting Tools
☐ Plumber Tools
☐ Sheet Metal Tools
☐ Steel-toed Boots
☐ Welding Tools
General
☐ Computer Literate
☐ Industrial Truck Driver
☐ Internet Knowledgeable
☐ Interstate Truck Driver
☐ Local Truck Driver
☐ Sales
☐ Technical Writing
☐ Telemarketing
☐ Warehouse / Production
Languages You Are Fluent In Other Than English
☐ Arabic
☐ Bosnian
☐ Chinese
☐ French
☐ German
☐ Hindi
☐ Hmong
☐ Italian
☐ Japanese
☐ Korean
☐ Portuguese
☐ Russian
☐ Samoan
☐ Sign Language
☐ Somali
☐ Spanish
☐ Swahili
☐ Tagalog
☐ Ukrainian
☐ Vietnamese

Programming Tools
☐ Access
☐ C++
☐ COBOL
☐ DELPHI
☐ Dream Weaver
☐ Flash
☐ Front Page
☐ HTML
☐ JAVA
☐ Oracle Database
☐ Visual Basic
☐ XML
SKILLS
☐ Conflict Resolution
Service Industry
☐ Cash Handling
☐ Cashier
☐ Child Care
☐ Conflict Management
☐ Customer Service
☐ Food Preparation
☐ Food Service
☐ Janitorial / Cleaning
☐ Retail Sales
Welding
☐ Aluminum Welding
☐ MIG Welding
☐ Pipe Welding
☐ Stainless Steel Welding
☐ Structural Steel Welding
☐ TIG Welding

1

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Figure #20: Skills Screen
Skills Tree Tab

Step-by-Step:

- 1) In the Skills Tree tab, the job seeker should select all the skills that they have demonstrated in their education or employment. The job seeker can select up to 30 skills/abilities, equipment and languages that they possess.
 - a. This will be an important matching tool that employers will utilize in matching job seekers with open positions.
- 2) When finished, click the Next button to continue.

Veteran Section

The screenshot shows a web application with a navigation bar at the top containing links: Home, Search, Referrals, Seeker Info, Employment, Education, Skills, and Veteran. The 'Veteran' link is highlighted in green. Below the navigation bar is a section titled 'Veteran Information' with a blue header. It contains three questions, each with 'Yes' and 'No' radio button options. A red box with the number '1' is placed next to the 'No' option for the first question, 'Are you a veteran?'. Another red box with the number '1' is placed next to the 'Next' button at the bottom right of the section.

Home Search Referrals Seeker Info Employment Education Skills **Veteran**

Veteran Information

Are you a veteran? ☐ Yes ☒ No

Are you a Spouse of a Veteran who; (a) was killed in Action or is currently listed as missing in action, or (b) died because of a service connected disability, or (c) is 100 percent disabled because of a service related injury? ☐ Yes ☒ No

Are you the spouse of a deployed Missouri National Guard or Reserve member? ☐ Yes ☒ No

1 Next

Figure #21: Veteran Information Screen

Step-by-Step:

- 1) If the job seeker is not a Veteran, and/or a spouse of a Veteran, and/or a spouse of a deployed Missouri National Guard or Reserve member; select the No button on the questions in the Veteran section. See Figure #21. Clicking the Next button will take the job seeker to the Registration Completion screen. See Registration Complete, Figure #21.
- 2) If the job seeker is a Veteran, and/or a spouse of a Veteran, and/or a spouse of a deployed Missouri National Guard or Reserve member; select the Yes button on the questions in the Veteran section. See Figure #22
- 3) Click the Next button.

The screenshot shows the same web application as Figure #21, but with the 'Yes' radio button selected for all three questions. A red box with the number '2' is placed next to the 'Yes' option for the first question, 'Are you a veteran?'. Another red box with the number '3' is placed next to the 'Next' button at the bottom right of the section.

Home Search Referrals Seeker Info Employment Education Skills **Veteran**

Veteran Information

Are you a veteran? ☒ Yes ☐ No

Are you a Spouse of a Veteran who; (a) was killed in Action or is currently listed as missing in action, or (b) died because of a service connected disability, or (c) is 100 percent disabled because of a service related injury? ☐ Yes ☒ No

Are you the spouse of a deployed Missouri National Guard or Reserve member? ☐ Yes ☒ No

2 3 Next

Figure #22: Veteran Information Screen

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Home Search Referrals Seeker Info Employment Education Skills **Veteran**

Veteran Information

Veteran Type

☐ Not a Veteran

☐ Service connected disability, 30% or more

☐ Service connected disability, less than 30%

☐ Veteran

☐ Member of a Guard or reserve unit that was activated under a presidential order under Title 10, served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge.

Was your enlistment ended due to disability? ☐ Yes ☒ No

Campaign Badge ☐ Yes ☒ No

Are you a Spouse of a Veteran who: (a) was killed in Action or is currently listed as missing in action, or (b) died because of a service connected disability, or (c) is 100 percent disabled because of a service related injury. Use veterans' service dates. ☐ Yes ☒ No

Are you the spouse of a deployed Missouri National Guard or Reserve member? ☐ Yes ☒ No

Transitioning Veteran Type

Choose **Discharge** if your projected date of separation for discharge is in the next 12 months. Choose **Retirement** if you projected date of separation for retirement is in the next 24 months.

Branch of Service

Service Dates: - (ex: mm/dd/yyyy - mm/dd/yyyy)

Press the save button to enter more veteran service dates

Are you a homeless veteran? ☐ Yes ☒ No

Finish

Logout | Missouri Career Source Home | State of Missouri | Department of Economic Development | Division of Workforce Development | Privacy Policy | Contact Us | Missouri Career Centers

Figure #23: Veteran Information Screen

- 4) Enter the Veteran Type information by clicking the appropriate button.
- 5) If the job seeker's enlistment in the military was ended due to a disability, click the Yes button.
- 6) The Veteran job seeker should mark the appropriate response as to possessing a Campaign Badge.
- 7) If the job seeker is a spouse of a Veteran who was killed in action, or died or was disabled due to service related injuries, click the Yes button.
- 8) If the job seeker is a spouse of a deployed Missouri National Guard or Reserve member, click the Yes button.
- 9) If the job seeker is Transitioning from the military due to discharge or retirement, indicate the type by using the drop down box.
- 10) Using the drop down box, select the Branch of Service.
- 11) Enter the Service Dates using the mm/dd/yyyy format.
- 12) Select the Yes button if the job seeker is a Homeless veteran.
- 13) Click the Finish button.

Registration Complete

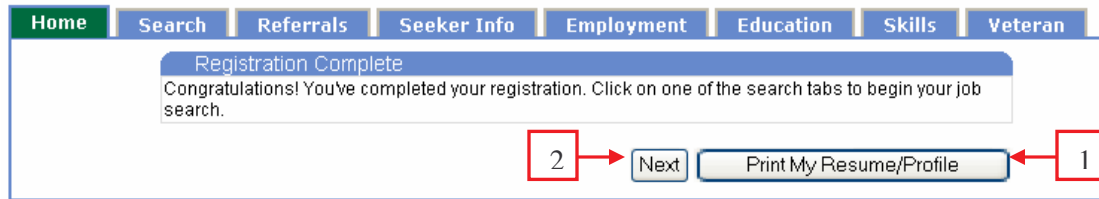


Figure #24: Registration Complete Screen

Step-by-Step:

- 1) At the Registration Complete screen, the job seeker has the option to print their resume/profile by clicking the Print My Resume/Profile. (see Sample, below)
- 2) When the job seeker clicks the Next button, it takes them to their home page. See Figure #25

DWD TRAINER 421 E. DUNKLIN JEFFERSON CITY, MO 65101 Home: (573)522-3017 dwdtraining@ded.mo.gov		
Work Experience 1/1991 - 12/1995 Hy-Vee Jefferson City, MO Cashier Checked out customers. Provided customer service.		
Education Jefferson City High School Jefferson City, MO High School Diploma: Graduated: 5/1991		
Skills / Equipment Cash Handling Cashier Computer Literate Conflict Management Customer Service EXCEL General Office Internet Knowledgeable Microsoft Word Power Point Presentations		

Job Seeker Home Page

Home Search Referrals Seeker Info Employment Education Skills Veteran

General Information
DWD TRAINER
421 E. DUNKLIN
JEFFERSON CITY, MO
65101
Home (573) 522-3017
dwdtraining@ded.mo.gov
Edit My Information
View My Resume/Profile
Additional Services
Online Assessment
Change My Password

Do you want DWD to notify you about job openings?
☒ Yes ☐ No

Quick Job Search
Enter Keywords to Search Jobs
OR Enter the Job Order Number

☐ Search by Missouri Career Center
☐ Search within Region
☐ Search by Zip Code
Select by Missouri Career Center
Select by Region

advanced search Search

Job Search Activity
No Recent Activity

Figure #25: Job Seeker Home Page Screen

Step-by-Step:

- 1) The job seeker may Edit their Profile or Change Password at this point. If they desire to change their Password, the following screen will appear:

To reset your password, enter your old password and a new password twice. Your old password is required to prevent someone else from changing your password.

Enter your OLD Password

Enter your NEW Password

Confirm your new Password

Change Password

The job seeker may change their password by completing the required information then clicking Change Password.

- 2) If the job seeker desires DWD to notify them about Job Openings, they should click Yes.

Home	Search	Referrals	Seeker Info	Employment	Education	Skills	Veteran																	
General Information DWD TRAINER 421 E. DUNKLIN JEFFERSON CITY, MO 65101 Home (573) 522-3017 dwdtraining@ded.mo.gov Edit My Information View My Resume/Profile Additional Services Online Assessment Change My Password Do you want DWD to notify you about job openings? <input checked="" type="radio"/> Yes <input type="radio"/> No																								
Quick Job Search Enter Keywords to Search Jobs OR Enter the Job Order Number <input type="text"/> <input type="radio"/> Search by Missouri Career Center <input type="text" value="Select by Missouri Career Center"/> <input type="radio"/> Search within Region <input type="text" value="Select by Region"/> <input type="radio"/> Search by Zip Code <input type="text"/> advanced search <input type="button" value="Search"/>																								
Job Search Activity <table border="1"> <tbody> <tr> <td>CASHIER</td> <td>4/7/2008</td> <td></td> </tr> <tr> <td>JEFFERSON CITY, MO, 65109</td> <td></td> <td></td> </tr> <tr> <td>CUSTOMER SERVICE REPRESENTATIVE</td> <td>5/2/2008</td> <td rowspan="2">3</td> </tr> <tr> <td>JEFFERSON CITY, MO, 65109</td> <td></td> </tr> <tr> <td>ROUTE SALES</td> <td>5/15/2008</td> <td></td> </tr> <tr> <td>\$11.50 - \$11.50 Hourly</td> <td>SPRINGFIELD, MO, 65109</td> <td></td> </tr> </tbody> </table>								CASHIER	4/7/2008		JEFFERSON CITY, MO, 65109			CUSTOMER SERVICE REPRESENTATIVE	5/2/2008	3	JEFFERSON CITY, MO, 65109		ROUTE SALES	5/15/2008		\$11.50 - \$11.50 Hourly	SPRINGFIELD, MO, 65109	
CASHIER	4/7/2008																							
JEFFERSON CITY, MO, 65109																								
CUSTOMER SERVICE REPRESENTATIVE	5/2/2008	3																						
JEFFERSON CITY, MO, 65109																								
ROUTE SALES	5/15/2008																							
\$11.50 - \$11.50 Hourly	SPRINGFIELD, MO, 65109																							

Figure #26: Job Seeker Home Page Screen

Step-by-Step:

- 3) If the job seeker has previous Job Search Activity (jobs for which they have viewed the detailed information), it will be displayed on their Home Page.

The screenshot shows the 'Job Seeker Home Page' with a navigation bar at the top containing links: Home, Search, Referrals, Seeker Info, Employment, Education, Skills, and Veteran. The main content area is divided into two columns. The left column, titled 'General Information', displays user details for 'DWD TRAINER' including address (421 E. DUNKLIN, JEFFERSON CITY, MO 65101), phone (Home (573) 522-3017), and email (dwdtraining@ded.mo.gov). It also includes links for 'Edit My Information', 'View My Resume/Profile', 'Additional Services', 'Online Assessment', and 'Change My Password'. At the bottom of this column is a notification about job openings with 'Yes' and 'No' radio buttons. The right column, titled 'Quick Job Search', contains a text input field with 'customer service representative' (callout 1), a 'Search' button (callout 5), and three radio buttons: 'Search by Missouri Career Center' (callout 2), 'Search within Region' (callout 3), and 'Search by Zip Code' (callout 4). Each radio button has a corresponding dropdown menu: 'Select by Missouri Career Center' (callout 2), 'Select by Region' (callout 4), and a blank 'Select by Zip Code' field (callout 4). Below these is an 'advanced search' link (callout 6). At the bottom of the right column is a 'Job Search Activity' section showing 'No Recent Activity' (callout 6).

Figure #27: Job Seeker Home Page Screen

Step-by-Step:

- 1) The job seeker may begin a Quick Job Search from this screen by entering Keywords or Job Order Number.
- 2) The Search may be refined by first clicking the Search by Missouri Career Center button, then clicking the drop down box Select by Missouri Career Center.
- 3) The job seeker may also refine the Search by clicking the Search within Region button, then clicking the drop down box Select by Region.
- 4) The Search may also be done by Zip Code by clicking that button, then entering the desired Zip Code.
- 5) By clicking Search, the job search will begin.
- 6) If the job seeker desires to refine their search even more, they may do so by clicking on Advanced Search. (See Figure 26, and accompanying Step-by-Step)

Job Search Screen/Basic Search

Home Search Referrals Seeker Info Employment Education Skills Veteran

Like your search results? Scroll to the bottom of this page to save this search so you can run it when you return. To refine your search, click on the close button below, or search tab above.

Search Results

3 items found, displaying all items.1

Job Title	Job Order #	Date	Location	Experience	Degree
ROUTE SALES	6288925	5/15/2008	SPRINGFIELD, MO, 65109		GED
CUSTOMER SERVICE REPRESENTATIVE	557347	5/2/2008	JEFFERSON CITY, MO, 65109		GED
FINANCIAL REPRESENTATIVE	6285700	4/15/2008	LEBANON, MO, 65536		GED

3 items found, displaying all items.1

Save This Search

Modify a prior search you saved No Saved Searches Save

or ... Save as a new Search Save New

Close

*Figure #28: Job Seeker Search Page Screen
Basic Search*

Step-by-Step:

- 1) Based on their Keywords or Job Order Number entered (Figure 23, Step 1), and any other Search criteria (Figure 27, Steps 2-5), the job seeker will see information on possible job matches.
- 2) The job seeker may also Modify any prior searches they have saved, or enter this search under Save as a new Search.
- 3) Activating the Close button will take the job seeker back to the Advanced Search screen. (See Figure 29 for Advanced Screen Step-by-Step)

Job Search Screen/Advanced Search

The screenshot shows the Missouri Career Source website with the 'Advanced Search' section highlighted. Red boxes with numbers 1 through 6 point to specific search options and fields:

- 1**: Points to the 'Search' button at the top of the search section.
- 2**: Points to the 'Enter words to search for in jobs OR Enter the Job Order Number' text input field.
- 2a**: Points to the 'Search By Location' section header.
- 2b**: Points to the 'Search within Zip Code' radio button.
- 2c**: Points to the 'Search within 25 miles of Zip Code' radio button.
- 2d**: Points to the 'Search within County' radio button.
- 2e**: Points to the 'Select a Missouri Career Center' dropdown menu.
- 2f**: Points to the 'Search within Region' dropdown menu.
- 3**: Points to the 'Search Details' section header.
- 3a**: Points to the 'Minimum Wage' input field.
- 3b**: Points to the 'New Jobs in Last' dropdown menu.
- 3c**: Points to the 'Shift' dropdown menu.
- 3d**: Points to the 'Availability' dropdown menu.
- 3e**: Points to the 'Days Off' checkboxes (Mo, Tu, We, Th, Fr, Sa, Su).
- 4**: Points to the 'Search By Job Titles' section header.
- 5**: Points to the 'To view jobs matching a saved search, select below and press the Load button. To save a new search, first click search. You can save on the bottom of the results page.' text.
- 6**: Points to the 'Search' button at the bottom of the 'Search By Job Titles' section.

**Figure #29: Job Search Screen
Advanced Search**

Step-by-Step:

- 1) The job seeker may begin their Advanced Job Search by entering Keywords or Job Order Number.
- 2) The job seeker may Search by Location with several options:
 - a) They may search within a Zip Code range by clicking the button and entering the desired Zip Code.
 - b) By clicking the appropriate button, the search may also be refined by entering a Miles range within a specific Zip Code they enter.
 - c) They may search within a specific County by clicking that button and using the drop down box to select the desired County.

- d) If the search is to be done within a specified Missouri Career Center, click the appropriate button, and select the desired Career Center by using the drop down box.
 - e) They may search within a specific Region by clicking the button and utilizing the drop down box to select the desired Region. There is a color map showing all regions available by clicking the use map prompt.
 - f) To search the statewide listings, click the button to Search Statewide.
- 3) The job seeker may also refine the search by adding a variety of Search Details:
- a) They may specify a Minimum Wage by entering the amount and, using the drop down box, select the appropriate wage basis (Hourly, Weekly, etc)
 - b) The search may be done by most recent jobs posted by selecting New Jobs in Last and submitting a number of days.
 - c) The Shift search option is engaged by using the drop down box and selecting the appropriate shift desired.
 - d) The Availability search option gives the job seeker the opportunity to search jobs based on their desired work availability (Full Time, Part Time, Seasonal, etc.)
 - e) The job seeker should select Days Off which they prefer.
 - f) By selecting the search option Sort Jobs drop down box, the job seeker may sort their prospective jobs list by Newest Jobs First, or Job Titles, or Location.
- 4) The job seeker may also choose to Search by Job Titles. With this option, they may choose between All Job Titles, My Desired Job Titles, and Select Job Titles.
- 5) The job seeker may View Jobs Matching a Saved Search by clicking the appropriate button here and using the drop down box to select the saved search.
- 6) By clicking the Search button, the job seeker will activate their current search.

Job Search Screen/Search Results

MissouriCareerSource.com
Where Talent and Opportunities Meet

State of Missouri - Matt Blunt, Governor

Home Job Seeker Employer Workforce Professional

Home Search Referrals Seeker Info Employment Education Skills Veteran

Like your search results? Scroll to the bottom of this page to save this search so you can run it when you return. To refine your search, click on the close button below, or search tab above.

Search Results
3 items found, displaying all items.1

Job Title	Job Order #	Date	Location	Experience	Degree
ROUTE SALES	6288925	3/15/2008	SPRINGFIELD, MO, 65109		GED
CUSTOMER SERVICE REPRESENTATIVE	557347	5/2/2008	JEFFERSON CITY, MO, 65109		GED

Wage Location JEFFERSON CITY, MO, 65109

This is an entry level position that requires at least 2 years of customer service experience. Position assists the manager with daily operations of loan center. Duties include: answer questions, helping clients complete the application process, process client loan requests using the "E-Check True" operation system, verification of loan applications, filing, accuracy of all reports and phone calling. Requirements: Basic computer skills, ability to communicate effectively (written & verbal). Maintain confidentiality of all clients, and some travel (to & from bank). Work 20 to 30 hours per week.

Open Date 5/2/2008 Close Date 5/16/2008

Experience

Education Degree Required GED

Skills

Shift Day

Availability Part

Days Off Sun

Openings 1 Work Schedule 30 hours per week

Lifting Capacity

Driver License Operators Endorsements

Job Benefits

Commission No

How to Apply

FINANCIAL REPRESENTATIVE	6285700	4/15/2008	LEBANON, MO, 65536	GED
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3 items found, displaying all items.1

Save This Search

Modify a prior search you saved No Saved Searches Save

or ... Save as a new Search Save New

Close

Logout | Missouri Career Source Home | State of Missouri | Department of Economic Development | Division of Workforce Development | Privacy Policy | Contact Us | Missouri Career Centers

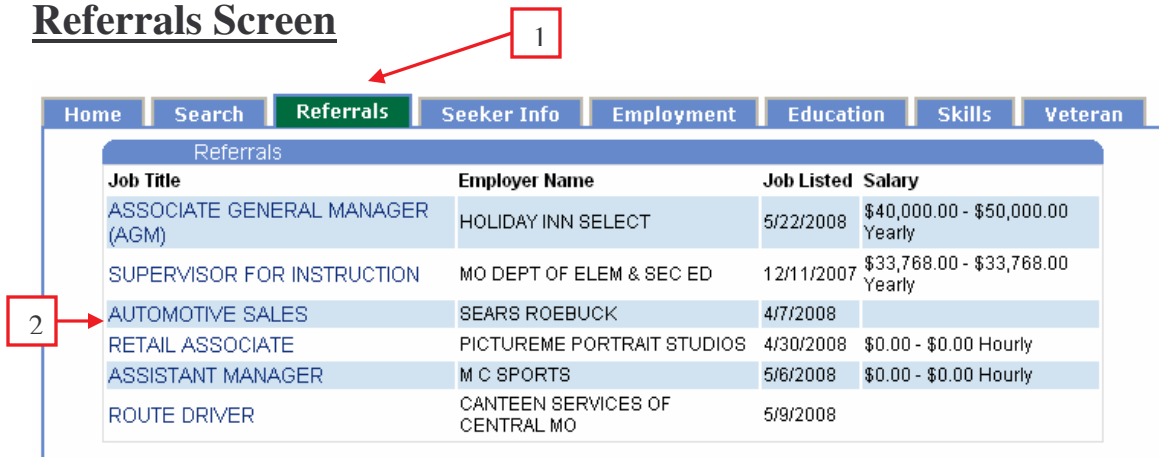
**Figure #30: Job Search Screen
Search Results**

Step-by-Step:

- 1) On the Job Search/Search Results screen, the job seeker may view all jobs that match the search criteria. By clicking on a particular job, the complete job order with detailed information may be viewed.

- 2) By clicking the How to Apply button, the job seeker will receive information regarding the application process (In person, email, fax, etc.) for the position being viewed.
- 3) The job seeker may choose to Save This Search by entering a name to save it under and using this button.
- 4) When the job seeker Closes this page, the screen will return to the Job Search Results screen.

Referrals Screen



Referrals			
Job Title	Employer Name	Job Listed	Salary
ASSOCIATE GENERAL MANAGER (AGM)	HOLIDAY INN SELECT	5/22/2008	\$40,000.00 - \$50,000.00 Yearly
SUPERVISOR FOR INSTRUCTION	MO DEPT OF ELEM & SEC ED	12/11/2007	\$33,768.00 - \$33,768.00 Yearly
AUTOMOTIVE SALES	SEARS ROEBUCK	4/7/2008	
RETAIL ASSOCIATE	PICTUREME PORTRAIT STUDIOS	4/30/2008	\$0.00 - \$0.00 Hourly
ASSISTANT MANAGER	M C SPORTS	5/6/2008	\$0.00 - \$0.00 Hourly
ROUTE DRIVER	CANTEEN SERVICES OF CENTRAL MO	5/9/2008	

Figure #31: Referrals Screen

Step-by-Step:

- 1) When the job seeker clicks on the Referrals tab, all individual jobs of which they have viewed the detailed contact information will be displayed.
- 2) The job seeker may review any jobs listed on this screen by pointing and clicking on the job listing.

Search/Referrals Screens

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Home, Search, Referrals, Seeker Info, Employment, Education, Skills, and Veteran. The 'Search' tab is currently selected. Below the navigation bar, there is a message: 'Like your search results? Scroll to the bottom of this page to save this search so you can run it when you return. To refine your search, click on the close button below, or search tab above.' Below this message is a section titled 'Search Results' which states 'One item found.1'. This section contains a table with the following data:

Job Title	Job Order #	Date	Location	Experience	Degree
CASHIER	553563	4/7/2008	JEFFERSON CITY, MO, 65109		None

Below the table, it says 'One item found.1'. At the bottom of the page, there is a 'Save This Search' section with two options: 'Modify a prior search you saved' (with a dropdown menu showing 'No Saved Searches' and a 'Save' button) and 'or ... Save as a new Search' (with a text input field and a 'Save New' button). A 'Close' button is located at the bottom right of the page.

A diagram with a red box containing the number '1' is positioned above the 'Search' tab. Five red arrows point from this box to the 'Search', 'Referrals', 'Seeker Info', 'Employment', and 'Education' tabs.

Figure #32: Search/Referrals Screens

Step-by-Step:

- 1) While in the Search or Referrals screens, the job seeker may at any time view/edit their Seeker Info, Employment history, Education history, Skills, or Veteran information by clicking on the appropriate tab, and then viewing or editing as desired.